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DESIGN EXCELLENCE

Durham Appearance Commission

Minutes

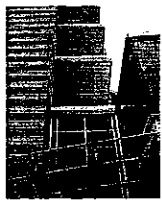
19 May 2010

Attendees:					
Name	Attended	Initials	Name	Attended	Initials
Kevin Turner, Chair	x	KT	Lesley Stobert	x	LS
Susan Straw, Vice-Chair		SS	Derek Jones	x	DJ
Jonathan Parsons, Secretary	X	JP	Christina Conitzer	x	C
Anne Kramer, Staff Liaison	x	AK	Jacqueline Blue	x	JB
Rebecca Wellborn	x	RW			
Howard Holcomb	X	HH			
Todd Parrot		TP			
Mark Hough		MH			

Full Commission Meeting

Bold type below indicates new discussion

ITEMS	NOTES/ ISSUES/ ACTION	RESP	DUE DATE
1.0	Call to Order 5:39 - SS		
2.0	Approval of Meeting Minutes April Minutes approved with corrections noted		
3.0	Golden Leaf Awards <ol style="list-style-type: none"> 1. Master Schedule of Tasks (Straw) 2. Organization (Straw & Stobert) 3. Logistics (Conitzer & Wellborn) 4. Marketing (Compton & Blue) 5. Fundraising (Parrott) 6. KDB partnership 7. EAB Agreement 		
3.1	Master Schedule of Tasks <ol style="list-style-type: none"> 1. List reviewed – 		



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3.2	Organization – CC and RW <ol style="list-style-type: none"> 1. Judges confirmed 2. Ellen Winesteen, David Swanson, John Felton, 3. Kofi is not able to participate 4. RW will contact David McGraw to see if he is available. 5. Website update 6. CC to meet with Dorothea 7. PDF forms are still being edited <ol style="list-style-type: none"> a. Image should be decoupled from the form 8. LS wanted to see if nominations for people's choice could be run similar to the "Wayfinding Sign" project. 9. CC to contact DCBB to see what they have available. 10. AK and CC need to update the info on the Golden Leaf Awards Nominations info. 11. Opening of nominations to be June 23rd. 12. RW to distribute revised call for nominations letter to JB, AK, CC, Dorothea. 13. HH will work on parking information for July meeting. 	CC/RW/A K	
3.3	Logistics <ol style="list-style-type: none"> 1. LS will call SS to get update on the catering. 		
3.4	Marketting Summary of marketting strategy <ol style="list-style-type: none"> 1. Save date card sent out. 2. Rest of marking strategy to be discussed further at June 16th meeting. <ol style="list-style-type: none"> a. Herald sun <ol style="list-style-type: none"> i. Weekly articles on past winners ii. Acknowledgements to what happens at awards. b. JB needs to contact Amy Blaylock <ol style="list-style-type: none"> i. Commission needs to know who the "spokes person" will be for the awards ii. Commission also needs to select a contact lead. iii. Public access appearance needs to be scheduled by end of june. iv. KT agreed to be a possible spokesperson c. LS volunteered to assist JB further in the marketing. 		

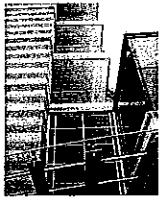


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3.5	Fundraising <ol style="list-style-type: none"> 1. KDB will be the mechanism for funneling the money. <ol style="list-style-type: none"> a. Open for donations on website but needs to be updated b. Deborah has a form letter for receipts 2. KT will email Todd to get him caught up 3. AK to ask Amy about possibility of doing a raffle? 4. KT wants to know who donations-in-kind can be handled. 		
4.0	KDB Partnership <ol style="list-style-type: none"> 1. No Update 		
5.0	Unfinished Business <ol style="list-style-type: none"> 1. Strategic Plan 2. DDRT Representative 		
5.1	Strategic Plan <ol style="list-style-type: none"> 1. No update at this time, need more commissioners to move forward 		
5.2	DDRT Representative <ol style="list-style-type: none"> 1. Commission discussed who could serve as DDRT representative. 2. Commission not at full membership and not able to provide a representative at this time. 3. KT to discuss with Sara Young 		
6.0	New Business <ol style="list-style-type: none"> 1. Nominations for executive committee 		
6.1	New Business <ol style="list-style-type: none"> 1. DJ motioned that current executive committee remain in continuation for the 2010-2011 term. 2. JP nominated DJ for vice Chair 3. RW nominated TP for Chair 4. KT nominated MH for secretary 5. JP to send out list to group for review prior to June elections. 		



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7.0	Committee reports 1. public art- no new info 2. DAAG 3. Review Committee – DJ – July meeting cancelled, august 5 and august 26 are open to use as GLA meetings. Committee discussed using the August 5 meeting to use this to follow-up with Dorothea		
7.1	DAAG 1. KT took DAAG notes and will produce an outline for the presentation. 2. Needs to solicit images/data from commission 3. KT will forward to group for review.		
	Adjourn- 7:23 – motion by DJ, second by HH		

This represents the Secretary's understanding of the principal matters discussed. If there are any additions or corrections, please notify the Secretary immediately. If not, these minutes will stand as a record of the items discussed.

Distribution:			
Attendees			
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